

ARIF KHAN

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D.O.B 02 Jan 1991

PROFILE

A highly motivated graduate with excellent communication and interpersonal skills accustomed relating to people of different ages, cultures and in a variety of professional contexts. Extensive experience in team work, planning and organizing.

EDUCATION

- March 2018... **Hazara University Mansehra**
MPhil English (Applied Linguistics) in progress
- Jan-June 2017 **National University of Modern Languages Islamabad**
Diploma in English
- 2012-2016 **University of Malakand**
BS Hons English Literature and Linguistics
- 2008-2011 **Gandhara College of Science and Technology**
(Intermediate)
Three years Diploma of Associate Engineering (D.A.E)

KEY SKILLS AND EXPERIENCES

- One year experience as an office assistant (PARAGON OFFICE SOLUTION)
- Seven years of Computer Hardware Experience
- Confident User of Microsoft Office Application, Email and Internet
- Software Installation, Windows Installation, Hard drive Partition in (DOS, Windows and DM)

PROFESSIONAL QUALIFICATIONS

1st Sep-30th Nov

Ministry of Social Welfare and Women Development
(Community Vocational Center)

Computer Short Courses

MS-Office, Hardware, Internet, Electrical and Electronics

Languages

- English: Advanced Spoken, Excellent in Writing and reading
- Pashto: (Native Speaker) Fluent in Speaking, Reading and Writing
- Urdu: Fluent in Speaking, Reading and Writing

Awards

- Highest Marks in BS English Research Thesis
- Got 2nd position in Quiz Competition 2013 at University of Malakand arranged by Smart Society.
- Got a certificate of Excellent Performance in Inter Departmental Cricket Tournament at University of Malakand.

References

References will be provided on demand